

SECRET

11/7. Saunders:

I have reviewed the attached draft of a Staff Study on proposed changes in agency leave policies. It is my recommendation that paragraphs 3 B(3), 4 B(2), and 5 B(2) be eliminated as not being germane to the subject.

The above numbered paragraphs recommends in effect that CIA make personal loans to certain employees going overseas, using accrued leave as collateral to secure such loans. Said loans to be repaid without interest over a period up to 2 years.

I doubt the wisdom of such a practice. However, if such a practice is to be proposed, I believe it should be made the subject of a separate staff study, so that the full implications of such a practice may be faced up to.

SECRET

If the paragraphs mentioned above should be concurred in by the Compt. Office

TRANSMITTAL S

21 Mar.

DATE

TO: Comptroller

BUILDING

ROOM NO.

REMARKS:

I agree with
Pat.FROM: AH

BUILDING

ROOM NO.

EXTENSION

25X1

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**Proposed Revision of Section 11.0
Nature and Amount (Part XI - Advances)**

Add:

11.0 Advances Against Accrued Annual Leave

- d. If an employee being assigned to an overseas post so requests, he may be permitted to take a monetary advance against the monetary value of his accrued annual leave held in escrow by the Agency during his overseas tour of duty, not to exceed the maximum monetary value of the accrued leave. An employee taking such an advance must agree in writing to deductions from his salary to liquidate the obligation, which will begin not more than six months following his arrival overseas. The deductions must be such as to permit liquidation of the obligation by the completion of his overseas tour, with the further stipulation that the obligation must be liquidated within a maximum of two years.

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